

PART 13—CONTRACTS; SIGNATURE

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| 13.1 The Secretary or Acting Secretary of State; Foreign Service Buildings Fund. | 13.5 The Chief or Acting Chief of the Division of Communications and Records; authority to contract. |
| 13.2 Assistant Secretary and Budget Officer; Department of State. | 13.6 The Chief or Acting Chief Clerk and Administrative Assistant; authority to contract for contingent expenses. |
| 13.3 The Chief or Acting Chief of the Division of Foreign Service Administration; contingent expenses, Foreign Service. | 13.7 The Chief or Acting Chief Clerk and Administrative Assistant; miscellaneous appropriations. |
| 13.4 The Chief or Acting Chief of the Division of Research and Publication; authority to contract. | |

Section 13.1 The Secretary or Acting Secretary of State; Foreign Service Buildings Fund. The Secretary or Acting Secretary of State shall sign contracts under the Foreign Service Buildings Fund, provided the Secretary or Acting Secretary may in any particular instance specifically authorize signature in his behalf and Provided, further, That the Assistant Secretary and Budget Officer may sign contracts for furniture and furnishings authorized to be procured under this Fund, and, upon his written authorization, which shall state that the proposed contracts are deemed necessary and proper and direct that appropriate charges therefor be made, his Executive Assistant or the Chief or Acting Chief of the Foreign Service Buildings Office may sign such contracts.*†

*§§ 13.1 to 13.7, inclusive, issued under the authority contained in R.S. 161; 5 U.S.C. 22.

†In §§ 13.1 to 13.6, inclusive, the numbers to the right of the decimal point correspond with the respective paragraphs in Departmental Order 644, Department of State, May 25, 1936.

13.2 Assistant Secretary and Budget Officer; Department of State. Authority is hereby vested in the Assistant Secretary and Budget Officer to sign all contracts for the Department of State, except contracts requiring the signature of the Secretary or Acting Secretary of State, as specified in the preceding section; Provided, however, That upon the written authorization of the Assistant Secretary and Budget Officer, which shall state that the proposed contracts are deemed necessary and proper and direct that appropriate charges therefor be made under the respective appropriations, the officers hereinafter designated may sign contracts. In the absence of the Assistant Secretary and Budget Officer the authority herein delegated to him shall be vested in another Assistant Secretary of State.*†

CROSS REFERENCE: For general regulations as to transportation requests and vouchers, see 4 CFR Parts 7, 9.

13.3 The Chief or Acting Chief of the Division of Foreign Service Administration; contingent expenses, Foreign Service. The Chief or Acting Chief of the Division of Foreign Service Administration may sign contracts for contingent expenses under the appro-

*†For statutory and source citations, see note to § 13.1.

priation, "Contingent Expenses, Foreign Service." That officer is further authorized to sign transportation requests for domestic and foreign travel.*†

13.4 The Chief or Acting Chief of the Division of Research and Publication; authority to contract. The Chief or Acting Chief of the Division of Research and Publication may sign contracts for printing and binding and other supplies, materials, and/or services procured from the Government Printing Office, books, maps, periodicals, and newspapers. Only the contingent items involved in such contracts shall require the written authorization of the Assistant Secretary and Budget Officer.*†

13.5 The Chief or Acting Chief of the Division of Communications and Records; authority to contract. The Chief or Acting Chief of the Division of Communications and Records may sign contracts for telephone service under the appropriation, "Contingent Expenses, Department of State."**†

13.6 The Chief or Acting Chief Clerk and Administrative Assistant; authority to contract for contingent expenses. The Chief or Acting Chief Clerk and Administrative Assistant may sign contracts for contingent expenses under the appropriation, "Contingent Expenses, Department of State," and under appropriations for passport agencies, international commissions, conferences, congresses, conventions, meetings, and expositions, insofar as not in conflict with authority otherwise delegated for the signing of such contracts.*†

13.7 The Chief or Acting Chief Clerk and Administrative Assistant; miscellaneous appropriations. The Chief Clerk and Administrative Assistant or Acting Chief Clerk and Administrative Assistant is hereby authorized to sign contracts, upon the written authorization of an Assistant Secretary of State, for expenses under miscellaneous appropriations so far as not in conflict with the provisions of Departmental Order No. 644 of May 25, 1936.* [Dept. Order 738, Oct. 19, 1937]

PART 16—EMPLOYEES

Section 16.1 Employees; complaint against. Hereafter the Department of State will take no cognizance of a complaint against an employee by an alleged creditor, so far as the complainant is concerned, beyond acknowledging receipt of his communication. Persons claiming to be creditors or collectors of debts or claims will be denied access to employees for the purpose of presenting or collecting claims during the hours set apart for the transaction of public business or while the employees concerned are on duty. (R.S. 161; 5 U.S.C. 22) [Dept. Order 23, Mar. 3, 1910]